

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, May 16, 2016**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, May 16, 2016** at the time of 7:08 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Dan Vassar, Mark Herak, Steve Wagner, and Konnie Kuiper were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Additionally Present: Daniel R. Atilano, AIA, LEED, AP, Principal with Dewberry Architects.

Also present: John M. Bach, Public Works Director; Randy Bowman, Assistant Inspector for Electric; Sue Murovic, Advisory Board of Zoning Appeals; an Ed Dabrowski was present.

General Substance of Matters Discussed

1. *Dewberry and Associates: Presentation on Findings Related to Three Proposed Sites for New Town Hall.* Mr. Atilano, assisted by PowerPoint®, made a presentation offering a summary of the findings about conceptual designs for a new Town Hall and assessments related to three possible sites for the new building.

He noted that the current building house 20 people and hosted about 20 persons. He further noted that the current building was not Americans with Disabilities Act compliant.

In moving forward, he offered some assumptions to serve as baseline metrics for use in evaluating the several sites:

- Mr. Atilano suggested a budget involving construction plus soft costs of \$4 to \$5 million dollars for the project, as an estimate.
- Mr. Atilano suggested that the building space requirements be in a range of between 11,000 to 12,000 square feet.
- Mr. Atilano suggested that the site would require approximately 1.1 to 1.2 acres to support the new site and any storm water requirements.

Mr. Atilano then offered an overview of three sites, Site 1 to be located at the southwest corner of Kennedy Avenue and Highway Avenue; Site 2 to be located on current municipally owned property near the rear of and adjoining the Central Fire Station at 2910 Highway Avenue; and Site 3, which would be adjacent to the current Highland Police Station at 3315 Ridge Road. Site three had two variations, with one to be connected to the Highland Police Station and one to be on the actual site of the current Town Hall. Mr. Atilano discussed the competing pros and cons of each site. Mr. Atilano's report recommended against the use of Site 1, and showed the viability of Sites 2 and 3, with Site three seemingly to have the lowest possible costs. However, it was noted that the third site did not include any costs associated with the temporary housing of the Town Hall staff during construction in one of the variables.

Mr. Atilano further suggested that his proposal would involve design work beginning in July of the current year with the actual construction to begin in spring of 2017.

The Town Council and Mr. Atilano discussed the presentation largely dealing with clarifications regarding the conceptual designs suggested for two of the sites, the competing merits of remaining on one floor versus a two-story design and the comparative desirability of building in the downtown or the 3300 block of Ridge Road.

The Town Council President thanked Mr. Atilano for his presentation and Mr. Atilano departed. Mr. Bach, the Public Works Director departed at this time as well.

2. *Discussion of October Festival underway by the Community Events Commission and amending Chapter 11.10 of the Highland Municipal Parks and Recreation Department Code.* The Clerk-Treasurer briefed the Town Council on the current sunset provisions that were in Section 11.10.220 of the Highland Municipal Code, which involved allowing an exception to the Lincoln Community Center, in the site for rented events, to the general prohibition for the presence and the dispensing of alcoholic beverages in any parks. The Clerk-Treasurer explained that the Town Council had allowed two separate instances through amendment for provisional permission to allow the exception for special events confined to a site certain in the Lincoln Community Center, first with a one year sunset and then renewed for a second, two-year sunset provision.

The Clerk-Treasurer further noted that the exception had expired in December 31, 2015 and effective on January 1, 2016, the general prohibition for the presence and the dispensing of alcoholic beverages in any parks in all cases was reinstated for the Lincoln Community Center. It was noted that since the Town Council has had an opportunity to evaluate the policy, noting that there have been no undue incidents related to the dispensing of alcohol during rentals, that the exception should be reinstated, at least to ratify any rentals since the first of the year that may have included alcohol.

Councilor Herak also raised the desire of the Community Events Commission to plan and conduct an event in the fall, and the desirability to include a beer garden. It was noted that this was permitted by a one-time amendment of the Parks and Recreation Code, in 2014. It was further noted that the ordinance would require amendment again if this was to go forward. Councilor Herak noted that the desired dates for the fall event are September 21, September 22 and September 23, 2016.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, May 16, 2016**, was adjourned at 8:30 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer